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FIELD REPRESENTATION

Progress report by the Director-General

Summary

Updates the information provided in document IDB.19/11

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Abbreviations

AE	Associate Expert
APO	Associate Programme Officer
GS	General Service
JPO	Junior Professional Officer
NPO	National Professional Officer
UR	UNIDO Representative
UND	UNIDO National Director
UNDP	United Nations Development Programme

Introduction

1. The UNIDO field representation programme as envisaged under the Business Plan is under implementation. Progress was reported in documents IDB.19/11 (9 April 1998) and IDB.19/CRP.8 (15 May 1998), with highlights as follows:

(a) Completion of the terms of reference of UNIDO field representatives at country and subregional levels;

(b) The decision to locate 30 offices in various regions;

(c) The issuance of Director-General's Administrative Instruction No. 7 on decentralization and delegation of authority to UNIDO's field offices in May 1998, which was further elaborated in a series of internal administrative instructions dealing with decentralization, roles and functions and greater empowerment at the field level on project formulation and implementation, issued in May 1998.

I. CURRENT STATUS

2. As of 31 August 1998, UNIDO maintained 28 field offices, 22 of which were headed by an internationally-recruited UNIDO Representative (UR) and eight of which were vacant. In addition, the Organization is represented by UNIDO National Directors (UNDs) in three countries.

3. As of 31 August 1998, a total of 19 Junior Professional Officers (JPOs) and 9 Associate Experts (AEs) financed by 10 donor countries were assigned to 17 countries. Of the total, 10 JPOs and 3 AEs were located in countries without a resident UR. The composition of UNIDO field representation as of 1 September 1998 is provided in the annex.

II. RECENT IMPLEMENTATION

4. As indicated in paragraph 2 above, there are 22 UNIDO representatives currently on board. Given the decision to have 30 field offices, a process has been initiated to fill the eight vacant country offices. In all cases, the UR posts will be filled through redeployment of headquarters staff resources. Nominations for these posts have been forwarded to the respective host countries and their formal acceptance is awaited. In addition to the 30 field offices, UNIDO incurs expenses for maintaining Professional (other than URs) or GS personnel in a few other locations. These arrangements are carried over from the past and are under review for gradual phaseout.

5. Country-level UR placement will be supplemented by the establishment of focal points in selected countries, to be positioned in public/private institutions. These will operate as a channel of communication between UNIDO and its clients in countries where the location of a full-fledged country office would not be feasible. A budgetary provision of $20,000 for each focal point has been allocated for the 1998-1999 biennium. The following is the breakdown of focal points:

Africa	4	(Mozambique, Togo, Uganda, Zimbabwe)
Arab States	1	(Tunisia)
Asia and Pacific	3	(Bangladesh, Nepal, Sri Lanka)
Latin America and Caribbean	2	(Cuba, Ecuador)
Total	10	

6. Steps have been initiated to identify cost-sharing arrangements with host countries for the establishment of country offices. In that regard, UNIDO has entered into negotiations with Iran (Islamic Republic of), Kazakstan, Morocco and Turkey. These negotiations and legal formalities are expected to be completed by December 1998 and the respective field offices are expected to be operational from January 1999.

7. The process of selection of countries for the five subregional offices (two in Africa and one each in Asia and the Pacific, Latin America, and Arab States) has been initiated. The subregional offices are planned to commence operation in 1999.

8. UNIDO has invited host countries to enter into a common understanding on cooperation agreements. To that end, cooperation agreements were drawn up and transmitted to the respective host country Governments for endorsement. These legal documents stipulate the terms of reference of the field offices, their status, purpose, the rules governing them and obligations/responsibilities. This step became essential upon the withdrawal of UNDP sectoral support funding for UNIDO field representation. To date the Secretariat has transmitted cooperation agreements to 16 countries. UNIDO has also drawn up formal letters of accreditation for use once the agreements have been signed.

9. As reported in document IDB.19/11 (para. 8), a global meeting of UNIDO Country Directors in January 1998 represented a major first step in translating the principles of the Business Plan into practice. In the context of the new integrated service modules drawn up to ensure that the Organization's services are demand oriented and responsive to client needs, regional meetings of UNIDO representatives were held in July and August to fully familiarize them with the service module concept. The meetings were held in Nairobi for the African and Arab countries, in Manila for Asia and the Pacific, and in Guatemala for Latin America and the Caribbean. The service modules are being followed up by the introduction of an administrative instruction on management framework, service cycle and costing, to be fully effective from January 1999. This will provide the administrative and procedural framework to implement the service modules. Now in the final stage of preparation, this administrative instruction foresees a more direct and enhanced role in the design, implementation, monitoring and evaluation of projects/programmes of UNIDO technical cooperation activities by the country and subregional field offices in close cooperation with the Regional Bureaux.

III. ACTION REQUIRED OF THE BOARD

10. The Board may wish to take note of the information provided in the present document.

Annex

UNIDO FIELD REPRESENTATION

(as of 31 August 1998)

	UR	UND	NPO/APO	AE	JPO	Driver	Other GS	Total
AFRICA								
Burkina Faso					1			1
Cameroon						1	1	2
Côte d'Ivoire	1			3		1		5
Ethiopia	1				1	1	1	4
Ghana	1					1	1	3
Guinea	1						1	2
Kenya	1			2		1	1	5
Madagascar						1	1	2
Malawi				1				1
Mozambique					1			1
Nigeria	1		1		1	1	1	5
Senegal	1				1	1	1	4
Togo		1	1			1	1	4
Uganda					1			1
UR Tanzania					1	1	1	3
Zambia	1				1	1	1	4
Total	**8**	**1**	**2**	**6**	**8**	**11**	**11**	**47**
ARAB STATES								
Algeria							1	1
Egypt	1						1	2
Lebanon	1						1	2
Morocco				1				1
Sudan	1					1	1	3
Tunisia					1	1	1	3
Total	**3**	**0**	**0**	**1**	**1**	**2**	**5**	**12**
ASIA AND THE PACIFIC								
China	1		1		2			4
India	1				1	1	2	5
Indonesia	1				1	1	2	5
Nepal		1						1
Pakistan	1					1	1	3
Philippines	1					1	1	3
Thailand					1	1		2
Viet Nam			1	1	2	1		5
Total	**5**	**1**	**2**	**1**	**7**	**6**	**6**	**28**
EUROPE & NIS								
Turkey		1				1	1	3
Uzbekistan			1			1	1	3
Total	**0**	**1**	**1**	**0**	**0**	**2**	**2**	**6**
LATIN AMERICA & CARIBBEAN								
Argentina	1						2	3
Bolivia	1						2	3
Colombia	1					1	2	4
Costa Rica					1			1
Cuba			1					1
Ecuador					1		1	2
Honduras	1					1	1	3
Jamaica	1					1	1	3
Mexico	1					1	1	3
Nicaragua				1	1			2
Total	**6**	**0**	**1**	**1**	**3**	**4**	**10**	**25**
Grand total	**22**	**3**	**6**	**9**	**19**	**25**	**34**	**118**